



TOWN OF NEWTON, NH
JOINT LOSS MANAGEMENT COMMITTEE
2 Town Hall Road
Newton, NH 03858



JOINT LOSS MANAGEMENT COMMITTEE
MEETING MINUTES

DATE: Wed. Oct. 28, 2020 **TIME:** 5:30 PM **LOCATION:** TOWN HALL

Attendance: Committee Members in Attendance:

Bill Landry, JLMC Chairperson & Cemetery Trustee

Roger Hamal, JLMC Vice Chairperson & Planning Board

Nancy Wrigley, Town Administrator

Diane Morin, Selectmen's Secretary & Cable Committee

Kimberly Lowther- JLMC Secretary

Robert Zalenski- Fire Captain/ EMT

Mike Jewett- Chief of Police

Peter Gagnon- Transfer Station Manager

Mike Pivero- Road Agent

Pat Matterson- Recreation Commission

Minutes were typed by Kimberly Lowther.

1. Call to Order & Pledge of Allegiance:

Mr. Landry called the meeting to order at 5:30pm and began with the Pledge of Allegiance.

2. Review minutes of prior meeting:

Mr. Landry asked the committee members if there were comments or issues while reviewing our previous minutes. Last meeting was held in January 2020. Without concern he asked for a motion. Captain Zalenski motioned to accept the minutes as presented. Second by Mr. Landry.

Vote unanimously approved.

3. Review Action Items from previous meeting (If applicable):

(Page and Item #'s are from the previous meeting minutes.)

- Page 2- 3.1 Chief Jewett will assist Captain Zalenski to explore estimated costs to increase the security at the Town Beach. (Held over from Oct. 2019 meeting)
Delayed due to Covid -19
STATUS UPDATE:

Chief Jewett and Captain Zalenski would like to put this action item on hold until Spring of 2021. Mr. Landry noted that during the winter months beach activity is minimal.

- Page 2-3.2 Mr. Pivero will assess the damaged pipe gates at Currierville Road and the Peanut Trail gate near the Central Fire Station.

April report: The conservation commission had a conference call "virtual" meeting on April 9, 2019. It was voted on to replace the gates on the peanut trail within the next two weeks and will have new locks after that. We have someone that can start within 2 weeks. The rest of the pole gates will be taken care of later this summer.

STATUS UPDATE:

Mr. Pivero noted that Conservation will be handling this action item. He recently had cut and removed the locks on the gates.

Mr. Landry will contact Trisha McCarthy for an update.

Action item will remain opened.

- Page 3-7 Mr. Pivero to install No Parking signs at the Town Beach.
Mr. Pivero reported that the signs are installed.
Item has been completed.

- Page 3 – Item 7 "A" Ms. Morin will contact the Town Administrator regarding the emergency lights in the town hall that are not working.
Ms. Morin informed the board that the lights have been repaired.
Action Item has been completed.

- Page 3 – Item 7" B" Mr. Pivero will take care of the pothole, reported by Ms. Caswell, which is at the beginning of the entrance driveway at the Gale Library, in the spring.
April Report: Filled with dirt. Hot topping of hole delayed due to COVID -19.
STATUS UPDATE:

Mr. Pivero described the pothole as minor and not a safety hazard, he will make the repair within the next few weeks.

Action Item has been completed.

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4. Review new / revised Policies & Forms (If applicable):

Nothing to report at this time

5. Review Near Misses (If applicable):

Ms. Wrigley stated there were no reported near misses.

6. Review / Discuss Safety Inspections Issues & Recommendations (If applicable):

1 – Cracks in wall on 2nd floor of Gale Library

Terry Caswell sent an email to Mr. Landry regarding a previous discussion of cracks in the wall. At this time, it is not an issue (danger or hazard) that needs to be addressed.

2 - Repair of roof at the Gale Library

Roof repairs have not been made. Ms. Caswell is currently seeking updated quotes from two local roofing companies that were obtained last year.

Action Item will remain open.

3 - Fire Escape issue at Gale Library.

Mr. Landry received a detailed dissertation from the town building inspector. A report had been created by a structural engineer. Mr. Pivero had received a copy of this report. The second floor is currently closed to the public with minimal use by employees.

Mr. Pivero discussed the issue of the fire escape as water damage that froze and split the columns. Mr. Pivero has created a material list and can make the repair within the next two weeks.

Until the repair is made, the second floor will be used minimally by employees only. Ms. Morin mentioned as recommended by the Building Department and Fire Department to use the second floor during daylight hours only.

Repairs to the fire escape will be made within the next 4-8 weeks.

The Gale library does offer curbside pick up to town residents.

Action Item will remain open.

4 - Recreation Department had ordered a new AED

Ms. Matterson informed the board that the new AED will arrive within two weeks.

She is looking for a place to store it until next summer. Mr. Pivero recommended mounting it on the wall at Town Hall. Ms. Matterson is concerned if something were to happen to the AED while at Town Hall. Town Hall will assume responsibility if the AED is damaged while stored at Town Hall.

7. Reports from Dept. Heads (Needs, wants, Safety Concerns, etc.):

Nothing to report at this time.

8. Reports from Sub-Committees (If applicable):

Nothing to report at this time.

9. New Business:

Nothing to report at this time.

10. Other:

- Larry Foote arranged for Jane Hubbard, an Emergency Management Consultant, to review the Newton Emergency Operation Plan. This review, which is typically done every 5 years, will cover past and possible future incidents and threats to the town.

Captain Zalenski reported that the Emergency Operation Plan had been submitted to the state. Mr. Foote is also in the process of working on a Hazardous Mitigation Plan.

11. OPEN ACTION ITEMS:

Page 3 – Item 6 - #2 - Repair of roof at the Gale Library

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Page 3 – Item 6 - #3 - Fire Escape issue at Gale Library.

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12. Next Meeting: January 6, 2021 – 5:00 PM at Town Hall

13. Adjourn: Mr. Landry motioned to adjourn at 5:44pm, second by Captain Zalenski with a unanimous vote.

Respectfully Submitted,
Kimberly Lowther
JLMC